



## **CITY OF LONG BEACH CLASSIFICATION SPECIFICATION**

---

**TITLE:**                    **POLICE SERVICES ASSISTANT I - III**

**DEFINITION:** Under supervision, performs paraprofessional, service-oriented duties related to law enforcement.

**REPORTS TO:**        Varies

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I    -    Performs routine duties of the classification.

Grade Level II   -    Performs journey level duties of the classification.

Grade Level III   -    Performs the complex duties of the classification.

**EXAMPLES OF DUTIES:**

- Makes oral presentations to businesses, community organizations and neighborhood watch groups;
- Establishes and maintains close liaison with public and private institutions, community groups and individual citizens;
- Coordinates community relations programs;
- Explains existing community services and programs and the procedures for obtaining services to the public;
- Accepts payments and bails for various business transactions;
- Prepares crime, incident and accident reports not requiring the expertise of a sworn officer;
- Confers with and assists special purpose groups in developing and promoting various community improvement programs and activities;
- Coordinates and attends meetings concerned with community problems;
- Conducts security inspections of homes and businesses;
- Investigates, evaluates and reports on various community matters;
- Develops, compiles and analyzes statistical data;
- Maintains records and prepares reports;
- Performs research, maintains statistics and prepares individualized reports;
- Performs public relations work;
- May review, process and track permits such as alcoholic beverage, entertainment and charitable solicitation;
- May act as spokesperson to the media and coordinate media at police-related incidents;
- Performs other related duties as required.

**POLICE SERVICES ASSISTANT I-III (continued)**

**MINIMUM QUALIFICATIONS:**

One or more years experience involving a substantial amount of public contact requiring tact and discretion in dealing with others;  
One or more years of education from an accredited college or university may be substituted for the required experience;  
Ability to communicate effectively orally and in writing;  
Ability to deal tactfully with the public;  
Ability to perform basic mathematical functions;  
Ability to read and comprehend written material;  
Ability to organize tasks simultaneously;  
Willingness to work shifts, holidays and weekends as assigned;  
Valid motor vehicle operator license.

**DESIRABLE QUALIFICATIONS:**

Bilingual ability;  
Public speaking experience;  
Experience with community-based programs.

**HISTORY:**

Created 08/95, consolidated with Community Relations Assistant 10/95 and grade levels added 10/95.

Approval/Adoption Dates: 10/95 - Human Resources Department